

Catawba County Emergency Medical Services

Extended Leave

This policy explains procedures which will be followed when an employee must be absent from work for an extended amount of time.

- Extended leave shall be defined as: An absence of at least 28 consecutive shifts for full time employees or two calendar months for part time employees.
- A review board consisting of the Training Officer, the employee's Chief Trainer, and the employee's Crew Chief will look at each case individually. Should the employee in question be a Chief Trainer or a Crew Chief, this person will be excluded from the review board and the EMS manager will assume the position.
- The following options exist for re-entry in the event of extended leave
 - The employee who is out of work for an extended period of time must work with the appropriate Chief Trainer or approved designee for no less than seven shifts
 - Typically this situation only requires general review of base information and evaluation to ensure continued competency.
 - During this period the employee will be functioning in a third person role only.
 - Once the seven shifts have been completed the review committee will meet and determine the outcome of the remediation.
 - The employee may be released to return to work on their normal shift or other remediation may be recommended.
 - ❖ Other options that are available include:
 - Counseling session
 - Reduction of certification
 - Didactic training
 - Clinical experience
 - Reevaluation
 - Other – as defined by the review committee
 - The employee must successfully complete competency testing, consisting of a written protocol exam and practical skill evaluation.